

**CLASS SPECIFICATION**  
**County of Fairfax, Virginia**

**CLASS CODE:** 1109     **TITLE:** CHIEF INFORMATION OFFICER     **GRADE:** E-14

**DEFINITION:**

Under the administrative direction of the County Executive, leads, plans, manages, directs and provides the overall strategic vision for a broad range of information services and all aspects of information technology needed to support the County government and its constituents; and performs related work as required.

**DISTINGUISHING CHARACTERISTICS OF THE CLASS:**

Not applicable.

**ILLUSTRATIVE DUTIES:**

Oversees a broad range of information-related departments, which include the Department of Information Technology, the Department of Cable Communications and Consumer Protection, and the Fairfax County Public Library;

Directs the efforts of the County's HIPAA Compliance Manager;

Works with Office of Public Affairs to provide support for its county-wide communications plan, policies and procedures and enable a close partnership between the Office and the County's e-Government program;

Works with Fairfax County Economic Development Authority to assist with marketing the County to prospective businesses;

Maintains responsibility for the strategic direction of the County's e-Government program;

Ensures the development of the strategic information technology (IT) plan for the County, providing direction in the overall management of the County's IT resources, including budgets, standards, and projects;

Publicizes the County's information and technology-related services and capabilities nationally and internationally;

Participates in external groups at the local, state, federal and international levels to share the County's information and technology achievements as well as to learn of new innovations;

Provides oversight of IT investments/project portfolio as the chair of the Senior Information Technology Steering Committee (internal County group) to ensure their alignment and support of strategic business plans;

Advises the Board of Supervisors and senior County management on information, technology and HIPAA related matters;

Administers internal and external County boards, authorities, committees and commissions, which are related to the departments reporting to the CIO;

Through the Director of the Department of Information Technology, works with the Information Technology Policy Advisory Committee (ITPAC), a permanent private sector group appointed directly by the Board of Supervisors to provide the Board with a source of expert citizen advice regarding information and technology issues; and which serves as the board of directors to the CIO, providing advice, experience and support for the IT program;

Works with the Consumer Protection Commission and the Tenant/Landlord Commission through the Director of the Department of Cable Communications and Consumer Protection to further the partnership between these consumer related commissions and the Department;  
Works on management and policy related issues with the Fairfax County Library Board through the Fairfax County Public Library Director;  
May serve as Acting County Executive in the absence of the County Executive.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:**

Thorough knowledge and understanding of business principles, processes, information and technology;  
Knowledge of the principles and practices of process innovation and re-engineering/redesign to provide the citizens, business community, and employees with timely and convenient access to information and services through the use of technology;  
Thorough knowledge and understanding of information and technology directions, trends, and the strategic business impact of key business and information and technology initiatives;  
Ability to predict, analyze, and manage cultural and technological changes within the organization;  
Ability to drive enterprise objectives;  
Ability to provide dynamic leadership that can develop and energize multi-discipline, high performance work teams to learn and apply new skills/techniques to business needs;  
Ability to lead private sector and internal County board of directors in providing direction to the County's information and technology projects, plans, and budgets;  
Ability to exercise independent judgment and creative problem-solving techniques in a highly complex environment using leading edge technology and/or diverse user systems;  
Ability to communicate both orally and in writing;  
Ability to present and discuss information in a way that establishes rapport, persuades others, and gains understanding;  
Ability to establish a working partnership with senior level management both within the County and the private sector as well as employees and other customers.

**EMPLOYMENT STANDARDS:**

Any combination of education, experience, and training equivalent to the following:  
Graduation from an accredited four-year college or university with a Bachelor's Degree in Computer Science, Public Administration or a related information-based field; PLUS  
Eight years of progressively responsible experience, during which one or more of the following occurred:

- successfully developed and implemented new technologies and work processes;
- demonstrated competency in strategic thinking and leadership with strong abilities in relationship management;
- gained experience in leading multidiscipline, high performance work teams/groups;
- demonstrated competency in developing efficient and effective solutions to diverse and complex business problems;
- demonstrated high competency in project management and the execution of multiple or large projects.

**CERTIFICATES AND LICENSES REQUIRED:**

None.

**NECESSARY SPECIAL REQUIREMENTS:**

This position, because it is one with financial responsibility, will be subject to a criminal history record check and credit check as a condition of hiring and periodically thereafter. Applicant or employee will be required to submit a request for a criminal history record check and credit check to the appropriate agency. **Applicants/employee in this position must demonstrate financial responsibility in personal finances as a condition of employment.**

REVISED	April 8, 2005
REVISED:	November 18, 2002
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ESTABLISHED:	September 6, 2001